WCSA Equipment Policies

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**Arrow Sign Policy**

An arrow sign is a plastic mobile whiteboard that is used to assist event signage. To reserve the arrow signs in Wilson Commons, please submit a request using the online [Equipment Rental Form](#). All arrow sign requests are to be submitted at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis.

An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the arrow signs.

The requesting organization or department must pick up the arrow signs at the Common Connection.

Any loss, damage, or vandalism during use of the arrow signs is the responsibility of the group using them and will be charged based on the cost for repair or replacement.

**Donation Box Policy**

To reserve the donation box in Wilson Commons, please submit a request using the online [Donation Box Form](#) at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed the donation box space.

Donation box space is limited to an area within the confines of the Common Connection. We reserve the right to place the collection box in an appropriate space as to not interfere with the daily activities of the department.

At the conclusion of the reservation period, the collection box must be picked up by the reserving organization within two days. Wilson Commons Student Activities (WCSA) is not responsible for items in the donation box after the reservation has expired.

The student organization or department will provide the donation box. It must be labeled with the sponsoring organization or department, the dates of the collection, where the items will be donated, and what items will be accepted (e.g., clothing, non-perishable food items, school supplies, etc.).

Currency CANNOT be collected in the donation boxes.
The student organization or department should check the donation box frequently to empty the contents. WCSA is not responsible for theft of items placed in the donation box.

### Equipment Rental/Usage Policy

Wilson Commons Student Activities (WCSA) has some equipment that can be reserved by student organizations or departments, which should use the Equipment Rental form and pick up from the Common Connection desk in Wilson Commons.

Organizations can rent a:

- # **Buzzer system**
- # **Karaoke machine**

### Buzzer System

To reserve the buzzer system in Wilson Commons, please submit a request using the online Equipment Rental form at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the buzzer system.

The reservation request is solely for the buzzer system. If the requesting organization or department needs assistance with the setup or operation of the equipment, they must contact Event and Classroom Management (ECM) ahead of time to make arrangements for this service.

The requesting organization or department must pick up the buzzer system at the Common Connection. If the buzzer system is being used as part of an event that involves ECM’s event support, it will be provided in the requested area by event support.

### Costs

There is a $20 a day rental fee for the buzzer system. Any loss, damage, or vandalism during use of the buzzer system is the responsibility of the organization using it and will be charged based on the cost for repair or replacement.
Cancellation

The organization must notify the Associate Director of Student Life Operations at least 24 hours in advance if the buzzer system will not be used on a particular day or if the organization intends to cancel the rental in its entirety, otherwise the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester will be suspended.

Karaoke Machine

To reserve the karaoke machine in Wilson Commons, please submit a request using the online Equipment Rental form at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the karaoke machine.

The reservation request is solely for the karaoke machine. If the requesting organization or department needs assistance with the setup or operation of the equipment, they must contact Event and Classroom Management (ECM) ahead of time to make arrangements for this service.

The requesting organization or department should pick up the karaoke machine at the Common Connection. If the karaoke machine is being used as part of an event that involves event support from ECM, it will be provided in the requested area by event support.

There is no rental fee for the karaoke machine if it is being used in Rocky’s Sub Shop & Lounge.

There is a $25/day rental fee for the karaoke machine if it is being used outside of Rocky's Sub Shop & Lounge.

The organization must notify the Associate Director of Student Life Operations at least 24 hours in advance if the karaoke machine will not be used on a particular day or if the organization intends to cancel the rental in its entirety. Otherwise, the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester will be suspended.

Any loss, damage, or vandalism during use of the karaoke machine is the responsibility of the organization using it and will be charged based on the cost for repair or replacement.
Prize Wheel Policy

To reserve the Prize Wheel in Wilson Commons, please submit a request using the online Prize Wheel Request Form at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the prize wheel.

The reservation request is solely for the prize wheel. The requesting organization or department must request a table or room using the proper form.

The requesting organization or department must pick up the prize wheel at Common Connection. If the prize wheel is being used as part of an event that involves Event and Classroom Management (ECM), the wheel will be provided in the requested area by ECM.

If the prize wheel is used at an information table or flex table, it must be picked up by 9 a.m. and returned by 10 p.m. to the Common Connection each day of the reservation. If the prize wheel is being used as part of an event that involves ECM, the prize wheel will be retrieved and returned by ECM employees.

The organization must notify the Associate Director of Student Life Operations at least 24 hours in advance if the prize wheel will not be used on a particular day or if the organization intends to cancel the rental in its entirety. Otherwise, the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester will be suspended.

Any loss, damage, or vandalism during use of the prize wheel is the responsibility of the organization using it and will be charged based on the cost for repair or replacement (not to exceed $300).

SA Van Policy

# All van requests must be placed at least five (5) business days before the reservation date or they will not be processed. To request an SA Van, fill out the online van requests form. Van requests will not be processed until they have been approved by the transportation coordinator and the student group's advisor.

# The SA Vans are only available to SA recognized student organizations.

# Student Organizations are allowed to use a maximum of two vans at one time.
# Vans are to be used for educational opportunities, volunteering, group bonding, and to help facilitate events (e.g. pick up supplies or transportation). Any other usage must have explicit approval*.

# CSN organizations are given priority status with the CSN Van (see below).

# Vans are not to be used as a shuttling service. This means that there should be a maximum of 2 trips back and forth to the campus within a reservation and the mileage should reflect that. Any trips that exceed this mileage limit must have explicit approval*.

# Vans are not to be reserved for more than a 4 hour period. Any trips that exceed this time limit must have explicit approval*.

# With the exception of CSN organizations reserving the CSN Van, Friday or Saturday reservations cannot be made more than 30 Days in advance to allow all organizations equal opportunity in utilizing the vans. Any reservations that exceed this time frame must have explicit approval*.

# With the exception of CSN organizations reserving the CSN Van, recurring reservations cannot be made on Friday or Saturdays to allow all organizations equal opportunity in utilizing the vans. Any reservations seeking this must have explicit approval*.

# Van requests will not be processed until they have been approved by the Transportation Coordinator and the student organization's advisor.

# Any cancellations must be emailed to Eric Howard at eric.howard@rochester.edu at least 24 hours prior to the time of the van reservation, and will not incur a fee. Cancellations made less than 24 hours in advance will incur a $25 fee.

# Van use is limited to a 25 mile radius of the University (50 miles round trip for each reservation). Trips that exceed that amount must have explicit approval*.

# SA organizations must pay a mileage fee of $.20/mile.

# If your student organization does not bank with SAAC, you will be required to make other payment arrangements. You will have one week after your invoice is sent to deliver payment to Wilson Commons 101i or Wilson Commons 101h. If you do not pay your bill by the specified deadline, your student organization will not be able to reserve the SA Vans until your debt has been satisfied.

# Any vans returned later than the indicated return time will incur a $10 late fee.

# SA Vans MUST be driven by an approved driver. See below for details.

*Explicit approval is received through submitting the SA Van Reservation Exception form.

Driver Approval for SA Vans
Driver approval is an ongoing process and is required to be completed at least one week before the rental of a van for any events. Driver approval is different depending on the state that issued your driver’s license:

# New York State Drivers: Read and sign a Safe Driver Program Packet (also available in Wilson Commons 101i). Payment for obtaining a Motor Vehicle Report (MVR) is the responsibility of the student or staff requesting it, and is due at the time of service. Payment for an MVR can be made by cash, check, flex, or blue requisition.

# Non-New York State Drivers: read and sign a Safe Driver Program Packet (also available in Wilson Commons 101i). You must also obtain a copy of your driving record from your home state DMV. There is no additional cost for you to be approved.